

City of Blaine



PUBLIC WORKS DEPARTMENT



The City of Blaine



Director of Public Works



The Community We Serve

Blaine is a rapidly growing metropolitan community situated 11 miles north of Downtown Minneapolis. With a population over 63,000, Blaine is the 13th largest city in Minnesota. The City of Blaine is a full service community offering many opportunities to those that live, work and visit. Since its incorporation in 1964, Blaine has rapidly grown from a small rural community to a booming business and residential center. Blaine consists of 34 square miles of pristine wetlands and preserved woodland areas made even more appealing by attractive residential areas, viable industrial/commercial parks and thoughtful planning. City government has placed maximum emphasis on citizen participation, responsive customer service and conservative fiscal stewardship.

With over 60 parks and 70 miles of trails and sidewalks, Blaine offers a variety of leisure and recreational opportunities for all ages. Blaine is also home to Minnesota's Olympic-class training facility, the National Sports Center (NSC). NSC is host to the U.S.A. Cup, the world's 4th largest youth soccer tournament each July. Also located at the NSC is the Schwan's Super Rink, which consists of 8 Olympic-size ice sheets located in one facility. The NSC attracts over 3 million visitors to Blaine each year. In 2000, the City saw the opening of the new Tournament Players Club (TPC) of the Twin Cities, an 18-hole PGA championship course.

Blaine has a strong and growing industrial and commercial business sector. Blaine is home to nearly 1,400 businesses, including Aveda Corporation, Infinite Campus, Bermo Inc., Dayton Rogers Manufacturing Company and the Northtown Shopping Mall. Over 24,000 people are employed in the City of Blaine by our businesses. The City of Blaine has 11 industrial parks and excellent freeway and highway access to Interstate 35W and Highways 10, and 65. The Anoka County Airport is located in Blaine, which is the Metro Area's busiest reliever airport.

Over the next 20 years Blaine will continue to grow in a managed fashion with the extension of city utility service in the northeast part of the city to serve future industrial, residential and commercial growth.



City Government

The City of Blaine operates as a Home-Rule Charter City and is governed under the Council-Manager form of government. The City Council is a seven-member elected body with the Mayor elected at-large for a four-year term. Councilmembers are elected for four-year staggered terms on a Ward basis. The City has three council Wards with Ward #1 representing the southern part of the City; Ward #2 constitutes the central area; and, Ward #3 is identified with the northern section of the City. While two councilmembers represent each Ward, only one of the two Ward representatives is up for re-election in any given year. The Mayor and Council are elected on a non-partisan basis.

The City Council appoints the City Manager who serves as the City's Chief Administrative Officer responsible for the day-to-day management of the City, its operations and overall financial administration/condition. The City employs approximately 200 full-time and part-time personnel and functions with a \$27.4 million general operating budget. Several commissions and committees support municipal government including, but not limited to, the Charter Commission, Parks Advisory Board, Economic Development Authority, Natural Resources

Conservation Board, Planning Commission, Transportation Committee, and Senior Advisory Committee as well as others on an as-needed basis.

Position Overview – Director of Public Works

Under the general direction of the Public Services Manager, this position assumes overall responsibility for the Public Works Department including the planning, coordination, directing and evaluating a comprehensive Public Works program. This position will oversee day-to-day Public Works operations including directing personnel, materials, resources and equipment as may be necessary for the operation, maintenance and upkeep of the City's streets, parks, water, storm water, equipment and all other public facilities to ensure the needs of the City are met.

- Plans, directs, and coordinates the activities of a comprehensive Public Works Department to assure the required services are being provided at the highest quality level, on a sound business basis consistent with the needs of the City.

- Manages and directs operations of Public Works, determining program priorities and facilitates, cooperative work efforts among divisions including, but not limited to: Streets, Utilities, Maintenance and Engineering.
- Develops long range programs and goals for the maintenance of streets, sanitary sewer, and water and storm sewer systems.
- Monitors the progress of Public Works functions and reviews and evaluates final results to ensure consistency with City policies, goals and codes.
- Supervises, monitors and controls the planning and coordination of public improvement projects.
- Prepares and recommends capital improvement programs and long range plans for the City's Public Works facilities as a component of the City's overall capital improvement plan.
- Prepares bids and specifications for equipment.
- Maintains inventory control according to standardized procedures.
- Prepares annual budget for department and control expenditures so they are consistent with approved budget.
- Directs the operation, maintenance and repair of wells, storage facilities, distribution lines, valves, hydrants, lift stations and sewer systems.
- Directs the inspection of water and sewer installations for both residential and commercial properties, including testing of systems.
- Develops effective channels of communication with the Department to insure a clear understanding and interpretation of departmental policies, practices, and standards to provide for consistent and timely application.
- Supervises Public Works staff, including but not limited to:
 - a. Participates in and recommends the selection of new subordinate employees.
 - b. Defines and clearly delegates work assignments to personnel in terms of work methods, safety requirements, service required, and standards of performance expected.
 - c. Provides and directs staff training.
 - d. Reviews the work performance of employee on a continuing basis.
 - e. Establishes and maintains a level of performance and work environment in which assigned employees are effectively motivated to work up to their full potential. Demonstrates by personal example the desired standards of conduct and work performance expected of all personnel.
 - f. Maintains discipline in the department through corrective counseling, reviewing and adjusting grievances, and recommending discipline for both union and non-union employees.
- Implements the safety program, promotes safe work practices and secures adherence and compliance to all OSHA and City safety regulations. Actively participates as a member of the Safety Committee.
- Serves as a City liaison on relevant committees.

Knowledge, Skills and Abilities

- Thorough knowledge of practices, principles, methods and techniques utilized in the Public Works construction, maintenance and repairs.
- Comprehensive knowledge of mechanical aspects and operation of construction equipment.
- Knowledge of occupational hazards involved in operations and procedures for implementing a safety program and training.
- Proficient skill in the use of computer software (Microsoft Office).
- Ability to communicate effectively, in English, both verbally and in writing.
- Ability to develop and maintain effective working relationships with others.
- Ability to prepare and present technical reports, gather and analyze data and compile feasibility studies for potential construction or improvement plans.
- Ability to develop concepts into viable programs and negotiate for those programs.
- Ability to effectively supervise, motivate and train professional and clerical staff.
- Knowledge of labor-management techniques and practices.



Ideal Candidate

The ideal candidate will be a person who has technical skills and experience in managing a Public Works operations. We are looking for someone who is knowledgeable and experienced in what is needed to oversee the day-to-day operations of a Public Works Department. This person will be dynamic and open to new ideas but also able to offer practical solutions and oversee follow-through of projects to completion.

The ideal candidate will be a person of vision. The Director of Public Works must be able to identify and implement best practices with respect to operations, engineering, service delivery methods, and sustainability. The Director of Public Works will be visionary in their planning □not only determining the Public Works needs for the City, but identifying, coordinating and implementing best practice and cost efficient maintenance plans.

The ideal candidate will be a great leader and manager. The Director of Public Works will develop and maintain positive relationships with city staff, union representatives, external customers and citizens. The Public Works staff is nearly all unionized through IUOE, Local 49. The City subscribes to a collaborative labor relations bargaining philosophy, and strong, positive relationships currently exist between labor and management. The Director of Public Works must be a strong proponent of labor management cooperation, lead by example, and demonstrate by personal example the desired standards of conduct and work performance expected of all personnel. The strongest emphasis possible is placed on fair and equitable treatment of employees and a philosophy of internal customer service/respect prevails.

Organizational Overview

48 Fulltime employees
\$14,764,515 Operating Budget
\$9,120,500 Capital Budget
322 Pieces of Equipment
242 Miles of Streets
233 Miles of Sanitary Sewers
262 Miles of Water
93 Miles of Sidewalks
69 Miles of Trails
6,000 Regulatory, Warning and
Street signs
65 Parks
3 Water Treatment Plants



Education and Experience

The successful candidate will be an experienced professional with high technical skills and experience in managing Public Works operations and employees in a unionized environment.

To be considered for this position, applicants must have a Bachelor's degree in Public Works Administration, Planning, Engineering or related field; eight (8) years of experience in Public Works, planning or engineering; and, four (4) years supervisory experience.

A Master's degree in Public Works Administration, Planning, Engineering or related field; additional supervisory experience in a union environment; and, Registration as a Professional Engineer in the State of Minnesota or the ability to obtain within six months of employment is preferred.

Compensation and Benefits

The 2016 salary range is \$108,512 to \$128,569, with excellent benefits. Starting salary is negotiable based upon experience.

Application Process

To be considered for this position, please submit a completed city application, cover letter and resume to:

Sheri Chesness, HR Coordinator

City of Blaine

10801 Town Square Drive

Blaine, MN 55449

Fax: 763.717.2702

Jobline: 763.717.2679

Email: schesness@ci.blaine.mn.us

The deadline to submit the above-listed materials is **Friday, March 18th**.

